The Magnet
ENCOMPASS NEWSLETTER

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ENCOMPASS Project Update

ENCOMPASS v8.9 upgrade is scheduled for the end of March 2007.

GMIS may ask your agency for volunteers to test the upgrade prior to implementation. There are three planned test cycles in early January, late January and mid-February. GMIS will be reaching out to agencies in mid-December to ask for volunteers. They will identify the agencies that are "power users" of certain functionality in ENCOMPASS, and then contact those agencies directly.

As with past upgrades, GMIS plans to take down the system on a Wednesday afternoon, complete the upgrade, then release the application back to the agencies on the following Monday afternoon.

ENCOMPASS v8.9 looks very similar to v8.4. However, one small change is that the pages are structured slightly differently. More fields are on a single page, so there are fewer pages overall in order to complete a transaction. For example: A requisition in ePro is currently several pages. In v.8.9 it is only three pages.

* If you're interested in learning more about ENCOMPASS v.8.9, GMIS has offered to do a walkthrough. Please send an email to ENCOMPASS@sba.in.gov to express your interest in participating. Thank you! *

Auditor of State Source System Interfaces

For those agencies using existing ENCOMPASS financial systems, there will be a need to change source system interfaces to accommodate the new Chart of Accounts. The ENCOMPASS team will provide the file formats and mapping document to support the agencies through changing the interfaces, but each agency is responsible for making appropriate changes and updates.

We are currently working on establishing a date for when file formats and a mapping document will be available for distribution. We estimate that we will have them sometime in January. We will be sure to update you when a confirmed date is determined.

Focus on Internal Control

Internal control is a process designed to promote operational efficiency and effectiveness; safeguard assets; and ensure the reliability of accounting data. Internal control includes administrative policy and procedures regarding work processes and also includes procedures designed to promote and protect financial management practices within the organization.

DID YOU KNOW that good internal control, if established and maintained throughout your organization, can help you:

✓ Meet your organizational goals
✓ Increase efficiencies
✓ Provide accurate and timely financial reports

✓ Ensure compliance with laws and regulations
✓ Safeguard assets, prevent and detect errors and fraud
✓ Eliminate most, if not all, of your audit findings

Impossible to achieve? Not at all. Stay tuned for continuing information on how to help your agency, and the whole Indiana state government, establish an internal control system that can help you achieve all of the above.

Support & Training

A new tool is available to you that can be useful in reconciling the current ENCOMPASS system to Auditor of the State data.

At the end of each month and when available, the AOS Month to Date and Year to Date balances, from the FOCAD file, are loaded into the PeopleSoft system in a special table which can then be compared to the balances that are in the PeopleSoft General Ledger. You currently have the ability to use this tool to compare ENCOMPASS data to AOS data.

The access path to this page is: General Ledger > Agency Reports > Ledger/FOCAD AOS Recon

When entering this page you can designate the Business Unit, Fiscal Year and Accounting Period (at a minimum), and can additionally designate specific Fund/Center and Object values to look up. There is also an option to look at a specific Period or the Year-to-date balances. After entering the information just click the "Fetch Data" button and the comparison will be displayed. These numbers can also be downloaded into Excel.

Currently the comparison is only on Actual ledger balances and not on the Appropriation, Allotment, or Encumbrance balances.

Need Information? Have Questions?

The ENCOMPASS website no longer requires a login and password. Please visit it at anytime to get announcements and updated information. If a login screen appears, click cancel.
ENCOMPASS Website Address: **http://myshare.in.gov/sba/encompass**

Please email us at: **encompass@sba.in.gov**	If you have technical issues submit them to GMIS at **http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp**